IN the Public Trust Newsletter

For

Indiana Public Library Board Members
Volume 1, Number 1, January 2003

Welcome to the first edition of "IN the Public Trust Newsletter". You are one out of almost 1700 public library board members in Indiana. Some of you call yourself a trustee, rather than a board member. You are a Trustee providing guidance to the library director as a governance and policy setting board.

You have an awesome job to help your library director provide the services to meet all the needs of your library community. The library director is your employee and you put the daily operations of the public library in the director's hands. The director asks you to approve policies to give direction to the staff in meeting the needs of the community.

Did you know that many of the policies you are asked to approve and review on a regular schedule are required by state law, public library standards, and/or State Board of Accounts? There are many state laws that affect the operation of the public library. In the Indiana Code, there are directives to Indiana State Library to set public library standards. Within the Standards are policies that are required to be maintained. State Board of Accounts issues the "Accounting and Compliance Guidelines Manual for Libraries" which has policies listed that are required for audit; thus, becoming the same as a state law. Your library receives an audit from State Board of Accounts at least every 3 years. Your director will be asked to produce copies of all of these policies. Do you know what they are?

Below is a listing of all policies required by one of these laws with reference to where it can be found:

"Minimum Standards for Public Libraries" Policies/plans needed to fulfill the minimum requirements 590 IAC 1-1-0.6 and 1-1-2.5:
- Library Board By-laws
- Long-Range Plan
- Technology Plan
- Collection Development Policy
- Personnel Policy and Procedures
- Principles of Access/Circulation Policy

"Fines and Fees" Policy *see Accounting and Compliance Guidelines Manual for Libraries 1-3

"Disaster Recovery Plan for Computer Systems" Accounting and Uniform Compliance Guidelines Manual for Libraries 5-4

"**Employee Benefits**" Accounting and Uniform Compliance Guidelines Manual for Libraries 8-1 (Could be a part of the Personnel policy)
- Sick leave
- Vacation leave
- Personal leave
- Leave time/compensatory time/payment of overtime
- Public employee's retirement fund (PERF)
- Deferred compensation plan

"Internet Acceptable Use Policy" IC 20-14-1-7 (reviewed annually); Internet Safety Policy – Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (N-CIPA) (PL 106-554), adopted after holding one public hearing or meeting. For libraries receiving the e-rate discount, the policy must address the following issues:
- Access by minors to inappropriate matter on the Internet and World Wide Web the safety and
- Security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access, including hacking, and other unlawful activities by minors online

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors measures designed to restrict minors' access to materials harmful to minors

"**Investment Policy**" IC 5-13-7-7 and Accounting and Uniform Compliance Guidelines Manual for Libraries 9-14

"**Moving and Interview Expense Policy**"
(Could be a part of the Personnel policy) Accounting and Uniform Compliance Guidelines Manual for Libraries 8-4

"**Purchasing Policy**" IC 5-22-3-3 and Accounting and Uniform Compliance Guidelines Manual for Libraries (Small Purchase Policy-under $25,000) 10-7

"**Records Excepted from Disclosure Policy**"
IC 5-14-3-4(b) and Accounting and Uniform Compliance Guidelines Manual for Libraries 6-4

"**Travel Policy**" (Could be a part of the Personnel policy) Accounting and Uniform Compliance Guidelines Manual for Libraries 8-3

Improving Meetings

*As part of its ongoing self-evaluation, board members may want to check how they spend meeting time.

One approach: Review the past year's meeting minutes to make sure time has been spent on oversight and governance, not management.

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